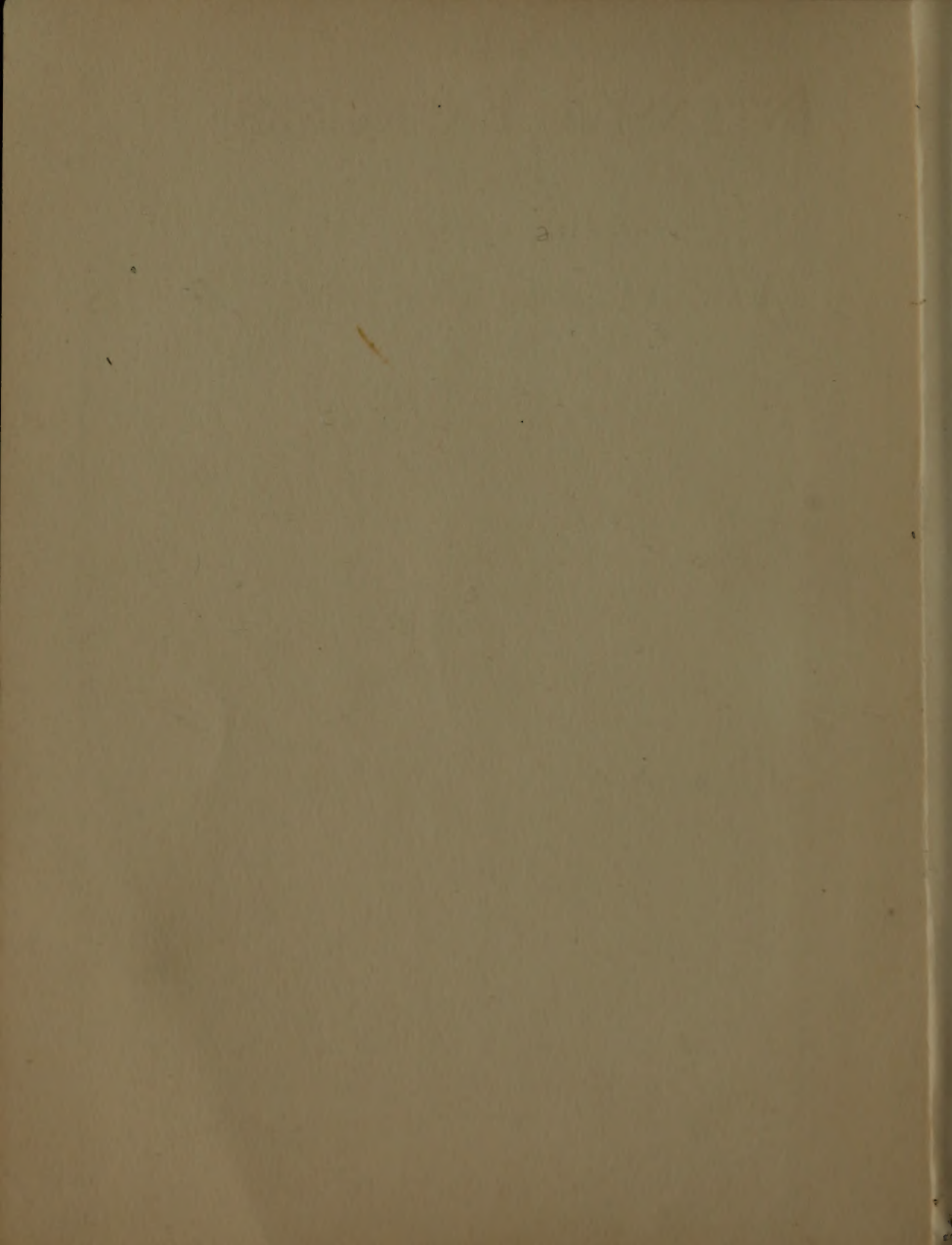


SISTER M. CLARINDA

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INTENSIVE EXERCISES IN SHORTHAND VOCABULARY BUILDING

BY

CHARLES LEE SWEM

WORLD'S SHORTHAND CHAMPION 1923 and 1924

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FOREWORD

The following series of *Intensive Exercises in Vocabulary Building* constitutes a departure in drills designed for short-hand vocabulary and word-building practice. Ever since the subject of vocabulary building was first approached from a scientific angle, through the compilation of lists constituting the words most frequently used in everyday speech, there has been a recognized need for a compact, practical series of exercises embodying these words. Many lists of sentences have been compiled to illustrate and to give practice on the high-frequency words of the language, but such sentences have been obviously artificial and have possessed little or no real educational value. They have not engaged the interest of the student nor secured the continuity of application so necessary if he is to grasp and retain the principles taught. The need has been for a natural, coherent, and interest-holding exercise, built upon scientific pedagogical principle.

Intensive Exercises in Vocabulary Building have been designed to meet that need. They are exercises made up, not of a group of isolated, unrelated sentences without either context or reason, but of a series of coherent articles, each one possessing a definite, sustained idea. They contain between 87 and 90 per cent of the words which go to make up representative English speech, as determined from studies by Harvard University, by Horn, and by Ayres; the words occur in a sensible, reasonable context, in the same manner as they will always occur in the actual experience of note taking; and they are grouped in natural, everyday phrases, free from all

artificiality of thought or of expression. They are, furthermore, written in an interesting and sometimes humorous form. They are actual "takes," which may be used for ordinary dictation, but are chiefly valuable for repetition practice, with a view to developing a highly concentrated and usable short-hand vocabulary.

In constructing the exercises the following objects were kept in mind:

1. The inclusion of certain definite words.
2. Clear, correct usage of words.
3. Compactness, consistent with coherence of subject matter.
4. Coherence of subject.
5. Interest of subject.

In order to provide variety of phrase and expression, the exercises have been cast in three representative types of dictation material—the article, the speech, and the business letter.

The first twelve exercises are built upon the 1,000 most-used words according to the Harvard list (Harvard Studies in Education IV). Exercises 13 to 20 cover the high-frequency words not found in the Harvard list but which occur in the 1,000-word lists compiled by Horn and by Ayres. The complete list of the Harvard 1,000 root words includes 1,127 different words. There are 323 additional words in the Ayres and the Horn lists, making a total of 1,450—a combination which undoubtedly provides a comprehensive and authentic list of the highest-frequency words of the language. Each one of these words has been used at least once; the more common ones over and over again, depending entirely upon their natural frequency. In most cases the root word itself, as being the most common form, has been used; at other times a simple inflectional form of the word is employed. Thus, the word *fix* occurs as *fixing*, and *control* is illustrated by the past tense, *controlled*.

To these have been added 468 more words (all of them in common usage) the better to meet the exigencies of coherence and context. The series, therefore, constitutes an essential vocabulary of 1,918 different words. There is a total of 8,950 words in the series—8,482 of which constitute an intensive drill on the highest-frequency words of the language.

For the convenience of study, each exercise is preceded by a list of the words, illustrated in shorthand, which appear in that exercise for the first time. This list may be practiced as an assignment before the dictation of the exercise itself is undertaken. The exercise, which is in shorthand, may also be studied or assigned as reading practice to coördinate with the study of the list or with dictation practice. With this preliminary practice of the word list, the student is prepared for the dictation of the exercise in class, where by repetition he will "build" the words into his writing vocabulary. The exercises are arranged and counted for dictation purposes in the back of the book.

It is only by repetition that words and phrases are impressed upon the memory. Repetition practice is the foundation of all speed in shorthand. As these exercises are remarkably compact and comprehensive, they may be made the basis of all vocabulary-building practice throughout the shorthand course—from the time the student completes the first shorthand principles until the words which the exercises contain are as much a part of his writing vocabulary as the language he speaks.

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EXPLANATORY

In Vocabularies 1-12 inclusive, the words printed in Roman type are from the Harvard list of most-used root words (1,127 words). The words printed in italics are context words; that is, words not included in the Harvard list but used solely for purposes of context and variety. The words marked by an asterisk are found in the Horn or the Ayres list.

In Vocabularies 13-20 inclusive, the words printed in Roman type are from the Horn and the Ayres lists but not included in either the Harvard list or the context words of Vocabularies 1-12. The words printed in italics are context words.

The outlines listed as "Phrase Forms" represent modified forms used only in phrases.

MOST-USED 100 WORDS

(HARVARD LIST)

The following words, according to "Harvard Studies in Education IV," constitute 55 per cent of representative English. Among them are all the high frequency "connective" words of the language. These words, being basic, are used over and over again in the Exercises which follow, depending upon their natural frequency.

a

about

all

an

and

any

are

as

at

be

been

before

but

by

can

come

could

day

do

first

for

from

give

go

great

had

has

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he

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











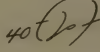


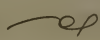





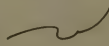


















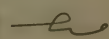





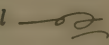







is

it

know	2	out	o	time	/
like	9	over	to	/
made	6	people	6	two	/
make	6	said	2	up	2
man	11	say	o	upon	5
may	9	see	2	very	2
me	1	she	1	war	2
men	11	so	1	was	2
more	11	some	1	we	2
must	11	such	1	were	2
my	9	take	o	what	1
no	2	than	1	when	1
not	1	that	o	which	1
now	9	the	1	who	1
of	1	their	1	will	1
on	1	them	1	with	1
one	2	there	1	would	1
only	9	these	9	year	1
or	1	they	o	you	1
other	2	this	1	your	1
our	1				

VOCABULARY 1

account		away		clean	
adjusted		baby		condemn	
*adjustment		back		content	
advantage		bear		control	
again		because		converted	
age		become		course	
ago		blue		curls	
allow		body		cut	
always		bounced		*dance	
am		bring		*dash	
answer		brother		deal	
*anyone		brought		defend	
appear		buggy		desire	
ask		button		differ	
*attention		candles		does	
authority		car		down	
		carbon			

drive		fire		horse	
effect		fix		immediate	
effort		floor		iron	
electric		form		jack	
employ		forty		jumping	
endeavor		garage		lead	
entire		gone		learn	
expect		ground		leave	
extinguisher		grow		life	
fair		guest		light	
familiar		habit		live	
family		*hair		long	
far		happen		machine	
father		happy		machinery	
fear		hard		mechanic	
field		heavy		mechanical	
figure		held		middle	
final		hold		minute	
		home			

mother	—r	order	✓	*pushing	f
*motion	—y	*ourselves	y	radio	el
motor	—r	outcome	on	represent	7
move	—	*pair	6	return	e
movies	—e	particular	f	rhythm	—
*music	—z	pay	6	road	✓
*myself	—p	picture	6r	round	u
natural	—b	*piece	6	run	—
nature	—b	play	6	rush	7
never	7	please	C	safe	9
new	—	power	f	school	—
nice	—p	practical	—	science	—
nobody	7	predict	—	seat	7
nor	—	press	6	secure	—
nothing	—	principle	C	serve	7
off	7	private	6	shall	✓
old	—	problem	—	should	✓
opinion	—	propose	—	simple	—
		provide	—	*sister	—

sit	<i>s</i>	thought	<i>th</i>	wild	<i>w</i>
society	<i>s</i>	today	<i>to</i>	without	<i>w</i>
somebody	<i>sb</i>	told	<i>tl</i>	work	<i>w</i>
sometimes	<i>st</i>	too	<i>t</i>	worship	<i>w</i>
spring	<i>sp</i>	trust	<i>tr</i>	wrong	<i>w</i>
stay	<i>st</i>	understand	<i>ud</i>	PHRASE FORMS	
steel	<i>st</i>	undoubted	<i>ud</i>	electric	<i>e</i>
strange	<i>st</i>	until	<i>u</i>	iron	<i>i</i>
street	<i>st</i>	upstairs	<i>us</i>	great deal	<i>gd</i>
study	<i>st</i>	us	<i>u</i>	I am sure	<i>is</i>
succeed	<i>sc</i>	use	<i>u</i>	I do not know	<i>idn</i>
*suddenly	<i>sd</i>	vacuum	<i>va</i>	I expected	<i>ie</i>
sure	<i>h</i>	walk	<i>w</i>	it is not	<i>isn</i>
sweeping	<i>sp</i>	way	<i>w</i>	of course	<i>oc</i>
switch	<i>sw</i>	well	<i>w</i>	to be	<i>tb</i>
thank	<i>th</i>	whether	<i>wh</i>	to make	<i>tm</i>
thing	<i>th</i>	while	<i>wh</i>	to us	<i>tu</i>
those	<i>th</i>	wide	<i>w</i>	we have been	<i>whe</i>
				years ago	<i>ya</i>

[The page contains approximately 20 lines of handwritten cursive script, which appears to be a continuation of the letter or document from the previous page.]

1) a x - m z - c r q
 m - n. o. e l - m j - m
 = o b. (40 m v) i - p.
 u 1 m m. i e (a). l. u. n.
 o d - l, z u e r u l. i. n.
 1912. i l u p r d h.
 - l d o f h i h o o r e r
 o b i n u e. l y f i n e r
 o l a n k d o g h.

VOCABULARY 2

acquire	oo	behind	6	commercial	~
activity	3/	best	6	complete	7
add	6/	beyond	6	confer	2
address	6/	big	6	consum- mation	2p
agree	bill	C	contract	~
ambition	7	book	6	corners	~
anybody	7	both	6	correspond	~
anything	7.	built	C	cost	~
apply	Co	business	6	country	~
arrive	oo	call	~	court	~
art	o	*career	~	deliver	~
attempt	6/	*cash	q	destroy	10
awful	9	check	6	destructive	7/
bad	6	choice	6	did	7/
beauty	6	civilization	7	discover	7
became	6	claim	~	domi- nance	~
began	6	clergyman	~	draw	~
*begging	6.	collect	~	earth	~

eat		goal		least	
efficiency		good		let	
eight		group		limit	
*empire		hand		low	
*enjoys		heard		magic	
establish		heart		main	
estimate		history		manu- facture	
evening		human		many	
ever		hungry		march	
exist		impossible		market	
experience		indeed		method	
express		industry		mine	
extreme		intelligence		minor	
fall		invade		modern	
favor		*itself		multiplied	
feel		judge		nation	
frequently		keep		none	
front		knowledge		occasion	
*gentlemen		large		part	
get				past	

philosophy	2g	saturation	gpl	thirty	30 (90)
plain	Ca	sea	s	three	3 (9)
poor	h	second	sw	topic	h
primitive	Cob	seem	s	touch	7
probable	G	sense	sr	toward	h
progress	Cn	seven	7 (27)	transport	h
quantity	h	shell	e	travel	h
quick	h	ship	i	try	h
rank	e	since	sr	view	h
rapid	h	soldier	dy	wait	g
rate	e	soon	so	watch	g
reach	h	sort	v	whole	i
ready	h	speak	f	whose	i
realize	ed	store	x	wonder	n
recognize	ed	superiority	'	world	n
remain	e	suppose	f	worth	n
remotest	ed	supremacy	'		
repeats	h	system	s	PHRASE FORMS	
sail	e	ten	10 (17)	called upon	h
		test	h	they remain	h

Exercise 2




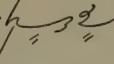


























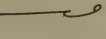


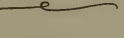































[illegible]

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2 v k 2 1 v p 6 7 - 8
 2 u n p i = v - 7 6 1 5
 1 7 0 9 (1 - = 2 v - 2 p
 1 6 - u v p 2 5 d w e -
 1 3 6 1 7 9 - 7 - 6 1 1
 e d n e v - u e g 2 1 6
 9 1 6 7 2 1 2 p 2 m
 u 2 2 1 7 1 1 2 = 1
 1 2 2 1 7 2 1 1 -
 1 3 1 9 2 1 2 1 1
 2 1 7 - 1 2 1 1 6
 1 7 2 1 1 7 - 2
 1 m 2 (8 - 4 1 1 2 = 1
 1 7 0 2 1 - 6 1 4 1

VOCABULARY 3

| | | | | | |
|-------------------|--|--------------|--|-------------|--|
| accept | | conscience | | even | |
| achieve | | construct | | exclusively | |
| *acknowledge | | convince | | faith | |
| active | | corner stone | | fellow | |
| actual | | *couldn't | | fine | |
| addition | | cow | | fish | |
| advance | | decide | | fit | |
| also | | declare | | foundation | |
| another | | develop | | fresh | |
| *argument | | difficult | | gain | |
| around | | dividends | | gentle | |
| belong | | doubt | | glad | |
| beware | | early | | *glasses | |
| bond | | ease | | gold | |
| buy | | ebb | | got | |
| *carefully | | else | | help | |
| certain | | enter | | hero | |
| character | | equal | | honest | |
| command-
ments | | essentially | | idea | |
| company | | ethics | | imagine | |
| concern | | | | | |

| | | | | | |
|---------------|---|-------------|---|--------------|---|
| include |  | prestige |  | step |  |
| Julius Caesar |  | prevailing |  | straight |  |
| just |  | proceed |  | strangle |  |
| Latin |  | produce |  | string |  |
| list |  | profit |  | suggest |  |
| little |  | proper |  | suit |  |
| maintain |  | purchase |  | swindle |  |
| mark |  | purse |  | territory |  |
| maxim |  | reputation |  | then |  |
| mean |  | responsible |  | tie |  |
| memory |  | *retire |  | trade |  |
| milk |  | rule |  | truth |  |
| most |  | same |  | unless |  |
| motto |  | seek |  | victor |  |
| much |  | seize |  | went |  |
| national |  | serious |  | wipe |  |
| *otherwise |  | sheer |  | word |  |
| period |  | size |  | PHRASE FORMS | |
| phrase |  | slave |  | a pound |  |
| place |  | spirit |  | as good as |  |
| *popular |  | spoils |  | if you were |  |
| pound |  | start |  | just as |  |

Exercise 3

s l h z n (e l s
 b l o. " e b b. " o o
 P o g s l d d p g n o o.
 n e o n l l n e n z b
 b. d s n d y g b o n d l -
 y u i. d b e n n n r
 o o i l d - n. p. y o,
 t d e g l. d - n d o n e
 l u l l e i o n n d
 r n d } n e i g. l b
 s s n e n l o y -
 r o o b o l d n l e g.
 b d - o g l. n e. " n h l
 l e " e r l e n d b.

e h / 4 / 5 / 9 u - (
 o p - n d . { C . m - - ;
 d d d r m , b e r e p ,
 d i g i n . d b r - , b e
 . d) R n , b o b u { , m ;
 n (. - . , d o s - b a y e
 p' - . d p (o b u n) d o o e
 (. p { , m C . - r u s r
 u n { m m (. m . s - b o
) e p { p , y n o) e . y / e
 p o . m { m b n . - -
 e r i n w . n e C u n)
 e / - b e d e l e y) r
 r d , b e n o) n . n d . ,
 d e o n t . n e u { d - o y

2. 1. 0 0 2. 4 2 1. 1 9
 1 5 1 4 2 2 2 2 2 2
 6 6 1 2 0 1 2 2 2 2
 1 2 1 6 6 1 2 2 2 2 2
 2 2 2 2 2 2 2 2 2 2
 9 6 6 6 6 6 6 6 6 6
 2. 2.

VOCABULARY 4

ability

9/p

absolute

f

accomplish

9/2

afford

2

afraid

6

against

on

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I

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✓

already

c

approximate

C

assure

h

audience

5

average

2

better

16

blessings

C

bore

h

bread

6

campaign

2

candidate

✓

cease

d

citizen

x

cold

~

confidence

7

corporation

7

county

✓

cry

7

death

7

defeat

2

democrat

✓

determine

—

devote

2

die

p

dinner

~

don't

7

dream

~

drop

M

due

1

during

7

economy

~

election

~

*estate

2

event

2

everywhere

2

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2

five

5/2

forever

11

found

✓

free

6

friend

2

full

h

furnish

4

generate

L

govern

7

| | | | | | |
|----------------------|--|--------------------|--|--------------------------|--|
| <i>greet</i> | | <i>lay</i> | | <i>office</i> | |
| <i>heaven</i> | | <i>legislation</i> | | <i>opponent</i> | |
| <i>high</i> | | <i>line</i> | | <i>opposition</i> | |
| <i>highway</i> | | <i>*lose</i> | | <i>ought</i> | |
| <i>*however</i> | | <i>mass</i> | | <i>own</i> | |
| <i>ideal</i> | | <i>matter</i> | | <i>page</i> | |
| <i>*illustration</i> | | <i>medium</i> | | <i>pail</i> | |
| <i>immense</i> | | <i>menace</i> | | <i>paint</i> | |
| <i>income</i> | | <i>mentality</i> | | <i>party</i> | |
| <i>independent</i> | | <i>mention</i> | | <i>perhaps</i> | |
| <i>individual</i> | | <i>mere</i> | | <i>person</i> | |
| <i>inquire</i> | | <i>mind</i> | | <i>physical</i> | |
| <i>insist</i> | | <i>mystery</i> | | <i>pioneer</i> | |
| <i>inspire</i> | | <i>nearest</i> | | <i>plant</i> | |
| <i>issue</i> | | <i>necessity</i> | | <i>*policies</i> | |
| <i>kind</i> | | <i>need</i> | | <i>political</i> | |
| <i>lack</i> | | <i>neither</i> | | <i>predica-
ment</i> | |
| <i>*ladies</i> | | <i>normal</i> | | <i>privileged</i> | |
| <i>law</i> | | <i>obtain</i> | | <i>program</i> | |
| | | <i>occur</i> | | | |

| | | | | | |
|---------------|--|----------|--|--------------|--|
| promise | | smile | | unknown | |
| property | | speech | | usual | |
| *propositions | | spoke | | vast | |
| prosperity | | stand | | vote | |
| railway | | standard | | wage | |
| real | | starve | | want | |
| record | | state | | weather | |
| red | | stood | | week | |
| reduce | | stoop | | where | |
| region | | strength | | winter | |
| reminding | | support | | worse | |
| resource | | talk | | written | |
| roll | | tariff | | PHRASE FORMS | |
| satisfactory | | tax | | all over | |
| service | | think | | the state | |
| side | | through | | I assure | |
| sign | | tonight | | you | |
| six | | treat | | ladies and | |
| slogans | | twenty | | gentlemen | |
| | | | | no longer | |
| | | | | no one | |
| | | | | ought to | |

Exercise 4

e: . x i , 4 - . 8 5 {
 m . 2 0 4 . i n e b 1 8
) 5 0 . 2 1 , 0 0 4 1 6 3
) - 6 - 8 . 9 9 m 5 8 9 - e .
 C i n n) C e n 1 0 0 9 e
 v a l e y m t n y . 2 8 7 0
 2 0 e y t m e w (1 1 1 0
 e f - 0 0 1 6 n 2 7 - 0
 6 i 2 6 . - 6 - 2 5 2 9 4 2
 m . 6 2 1 1 7 6 1 2
 v d . 0 . . e f o n . 1 2 8
 m 2 0 1 . 2 2 - 3 1 1 0 . 0
 5 4 4 1 1 . 5 0 m 6 2 y 1 -
 6 e e e n 0 2 2 2 2 2 2 2













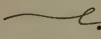



























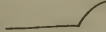















[illegible]

3 M L O 2 1 2 7 . 2 8 -

7.

VOCABULARY 5

| | | | | | |
|------------|--|------------|--|------------|--|
| across | | city | | ears | |
| air | | close | | empty | |
| airplane | | color | | engine | |
| almost | | conduct | | especial | |
| alone | | constitute | | everything | |
| artillery | | contact | | execute | |
| avenue | | count | | expert | |
| *beautiful | | critic | | explain | |
| beneath | | cross | | factory | |
| beside | | crowd | | feet | |
| between | | dangerous | | felt | |
| break | | date | | fifty | |
| cadet | | deep | | *flight | |
| camp | | detail | | fly | |
| *catch | | distance | | follow | |
| *center | | drink | | foreign | |
| cheap | | each | | forceful | |

| | | | | | |
|----------------------|---|-----------|---|-------------|---|
| forgive |  | job |  | officer |  |
| forward |  | joy-stick |  | opportunity |  |
| four |  | *lake |  | outlines |  |
| glide |  | land |  | plane |  |
| glis-
ten-
ing |  | look |  | pleasure |  |
| glory |  | *lost |  | point |  |
| *grade |  | measure |  | polite |  |
| gravity |  | meet |  | pretty |  |
| half |  | merrily |  | process |  |
| handle |  | mile |  | pull |  |
| hear |  | miss |  | pure |  |
| *height |  | motive |  | quite |  |
| hit |  | mount |  | railroad |  |
| hopped |  | *mountain |  | rather |  |
| hundred |  | neighbor |  | recall |  |
| instance |  | nerves |  | refer |  |
| instead |  | observe |  | remark |  |
| instructor |  | odd |  | responding |  |
| | | offer |  | right |  |

| | | | |
|-----------|------|----------|----|
| ring | e | thirsty | ev |
| section | sh | thousand | o |
| settle | ye | throw | ru |
| shape | b | together | m |
| short | | town | r |
| sight | st | *trip | rl |
| similar | se | type | g |
| singing | 2. | voice | 6 |
| sky | yo | water | v |
| social | y | wheel | 2 |
| someone | 22 | win | 2 |
| spread | E | wings | 2r |
| suffer | 3 | wire | o |
| summer | 10 | wish | 7 |
| sun | 2 | yes | 0 |
| tail-skid | 2sd | | |

PHRASE FORMS

| | | | |
|-------|-------|-------------------|-----|
| teach | 7 | hundred feet | 21) |
| third | 3 1/2 | two thousand feet | 25) |

Exercise 5



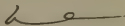
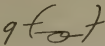







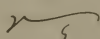












































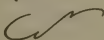








- w o d q . x y r s .
 n d s . q r s m n (o e
 g s o t . s . e e w f n b r
 n x y . i z - o p l s
 n e b e - i o i d i l b
 n i c e y . p e r s r e c
 o a e i c o j y b . n o r
 e l e a e s r n n .
 i b o b e . w b - o
 n i y l n b n . o
 s o b i o . n o d . o e
 r n e s r . i e . z e n o l
 n o r = i z n o s r n i j
 o f o r s w b i a a .

[illegible]

e e e e e - e e e e e.
 f f f f f e e e e e.
 g g g g g e e e e e.
 h h h h h e e e e e.
 i i i i i e e e e e.
 j j j j j e e e e e.
 k k k k k e e e e e.
 l l l l l e e e e e.
 m m m m m e e e e e.
 n n n n n e e e e e.
 o o o o o e e e e e.
 p p p p p e e e e e.
 q q q q q e e e e e.
 r r r r r e e e e e.
 s s s s s e e e e e.
 t t t t t e e e e e.
 u u u u u e e e e e.
 v v v v v e e e e e.
 w w w w w e e e e e.
 x x x x x e e e e e.
 y y y y y e e e e e.
 z z z z z e e e e e.

VOCABULARY 6

| | | | | | |
|----------|--|---------------|--|--------------|--|
| act | | *committee | | few | |
| affect | | condition | | future | |
| aid | | consider | | harvest | |
| amend | | corn | | helpless | |
| amount | | cotton | | *important | |
| announce | | council | | increase | |
| assume | | crop | | involve | |
| attack | | daily | | *item | |
| attend | | definite | | *June | |
| bank | | deliberations | | labor | |
| bankrupt | | demand | | last | |
| battle | | depend | | late | |
| capacity | | deplorable | | letter | |
| capital | | direct | | loan | |
| *cast | | disposition | | manage | |
| cent | | distress | | manual | |
| change | | duty | | member | |
| charge | | either | | mental | |
| child | | enforce | | *Mr. | |
| children | | enormous | | necessary | |
| clear | | enough | | nevertheless | |
| | | farm | | | |





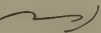











































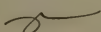


| | | | | | |
|-----------|---|------------|---|--------------|---|
| next |  | quality |  | solemn |  |
| nine |  | question |  | south |  |
| note |  | race |  | special |  |
| notice |  | receive |  | struggle |  |
| object |  | regard |  | subject |  |
| oblige |  | relieve |  | summon |  |
| official |  | reluctance |  | surprise |  |
| organize |  | remember |  | *themselves |  |
| owe |  | require |  | took |  |
| passage |  | reserve |  | transact |  |
| pending |  | respect |  | under |  |
| per |  | result |  | warm |  |
| perfect |  | revisions |  | wheat |  |
| plight |  | rise |  | worry |  |
| potato |  | sacrifice |  | write |  |
| present |  | self |  | yet |  |
| president |  | sell |  | young |  |
| prevent |  | several |  | PHRASE FORMS | |
| price |  | share |  | few years |  |
| product |  | situation |  | his own |  |
| protect |  | skill |  | next week |  |
| put |  | sold |  | nine cents |  |


















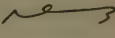









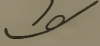



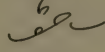




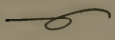











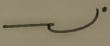









Exercise 6

[Handwritten notes in German script, likely bleed-through from another page.]

16. 0129. 12002260
 1' — 2 1/2 (94) 1 1/2 —
 2 — 1/2 2 1/2 2 1/2 2 1/2
 16 30 2 1/2 — 10 1/2
 2 1/2 2 1/2 2 1/2 2 1/2 2 1/2
 1 1/2 (1) 2 1/2

VOCABULARY 7

| | | | | | |
|----------------|---|-------------|---|--------------|---|
| accord |  | class |  | door |  |
| ads |  | community |  | dwell |  |
| advertisements |  | complain |  | *educational |  |
| *advertising |  | confess |  | exact |  |
| agent |  | consumer |  | expense |  |
| altogether |  | contain |  | fact |  |
| appeal |  | coöperation |  | fail |  |
| arrange |  | copy |  | favorite |  |
| article |  | cover |  | feature |  |
| aside |  | cream |  | fingers |  |
| attractive |  | credit |  | firm |  |
| bed |  | custom |  | flour |  |
| blindly |  | *customers |  | garden |  |
| bought |  | devouring |  | gave |  |
| burn |  | displaying |  | guarantee |  |
| carry |  | distinct |  | hat |  |
| *catalog |  | dollar |  | hence |  |

| | | | | | |
|--------------|---|---------------|---|--------------|---|
| *himself |  | neglect |  | story |  |
| house |  | oil |  | substitute |  |
| ill |  | once |  | taught |  |
| improve |  | paid |  | tea |  |
| inferior |  | paragraphs |  | thus |  |
| institute |  | previous |  | tremendous |  |
| insure |  | *printed |  | useless |  |
| interest |  | *publications |  | value |  |
| justify |  | read |  | village |  |
| laid |  | repute |  | whatever |  |
| latter |  | retailer |  | whom |  |
| less |  | rural |  | wife |  |
| magazine |  | sack |  | wise |  |
| *mail |  | scope |  | within |  |
| majority |  | *separator |  | won |  |
| *merchandise |  | shopping |  | yard |  |
| molding |  | sole |  | PHRASE FORMS | |
| money |  | something |  | being made |  |
| name |  | spent |  | he wants |  |
| | | stock |  | we had |  |





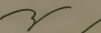















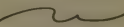


























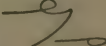




Exercise 7


















































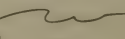




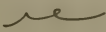

1. The first of the month
 was a perfect day.
 The weather was
 just what we needed.
 The children were
 very happy and
 the food was
 excellent.
 The trip was
 very successful.
 The results were
 very good.
 The work was
 very well done.
 The project was
 very successful.
 The results were
 very good.
 The work was
 very well done.
 The project was
 very successful.

Handwritten text in German script, likely a letter or document fragment, written on lined paper. The text is dense and cursive, spanning approximately 10 lines.

- a d d m. i 2 d e e, r o f f
 e o f e i r o a f. 2 b, - 2 1. 5.
 m f u a m. r y e i; 2 - 6, (o
 (1) - 2, e 25 e e e f b, 1 m
 e 2. 6 m! e e e e e e e e e
 e e e e e e e e e e e e e e
 2 - { e e.

VOCABULARY 8

| | | | | | |
|--------------|---|-------------|---|----------|---|
| administer |  | commit |  | finish |  |
| admit |  | constant |  | food |  |
| after |  | contend |  | force |  |
| ally |  | continue |  | fought |  |
| among |  | criticize |  | *freight |  |
| *appreciate |  | dare |  | general |  |
| army |  | dear |  | girl |  |
| *automobiles |  | degree |  | health |  |
| *begun |  | department |  | hope |  |
| believe |  | disbursed |  | hour |  |
| board |  | distribute |  | indebted |  |
| budget |  | earnestly |  | inform |  |
| build |  | enterprises |  | left |  |
| care |  | European |  | love |  |
| cause |  | every |  | loyal |  |
| civilized |  | excited |  | marvel |  |
| command |  | eye |  | material |  |
| | | fill |  | | |




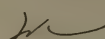


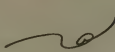




















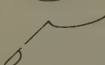



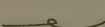





















| | | | | | |
|------------|---|--------------|---|--------------|---|
| moment |  | remedy |  | ton |  |
| morning |  | report |  | total |  |
| night |  | sanitary |  | train |  |
| number |  | set |  | trend |  |
| *occupying |  | show |  | trouble |  |
| oh |  | significance |  | true |  |
| open |  | single |  | turn |  |
| park |  | small |  | twice |  |
| pass |  | space |  | unit |  |
| patriot |  | staff |  | west |  |
| permit |  | still |  | why |  |
| plan |  | stone |  | women |  |
| police |  | submitted |  | workers |  |
| possess |  | success |  | *wrote |  |
| practice |  | sum |  | PHRASE FORMS | |
| preceded |  | supervision |  | at once |  |
| purpose |  | supply |  | greater than |  |
| reason |  | task |  | I hope |  |
| relation |  | thrill |  | once again |  |




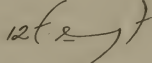






























Exercise 8

[illegible]



VOCABULARY 9

| | | | | | |
|-------------|--|---------------|--|------------|--|
| above | | chapter | | drab | |
| accompany | | common | | driven | |
| adjournment | | concentration | | droops | |
| admission | | consume | | educate | |
| apparent | | contrast | | enacted | |
| *assistants | | contribute | | enclosure | |
| atmosphere | | *correct | | end | |
| attitude | | counsel | | *everybody | |
| attorney | | crime | | evidence | |
| below | | currents | | evident | |
| black | | damaging | | examine | |
| *box | | *decision | | exercise | |
| busy | | delay | | extend | |
| case | | dignity | | foe | |
| caught | | dispatch | | forget | |
| chair | | dist:ict | | forth | |

| | | | | | |
|------------|---|-----------|---|------------|---|
| fright |  | judicial |  | ordinary |  |
| futility |  | jury |  | *outside |  |
| grind |  | *justice |  | overlooked |  |
| hate |  | king |  | pack |  |
| headlong |  | launch |  | paper |  |
| here |  | lesson |  | pressure |  |
| hesitation |  | liberty |  | prison |  |
| honor |  | listen |  | public |  |
| hurry |  | mahogany |  | quietly |  |
| idle |  | manner |  | raise |  |
| incident |  | mill |  | range |  |
| indicate |  | mistake |  | refuse |  |
| influence |  | moral |  | relentless |  |
| *inside |  | nervously |  | *relief |  |
| instruct |  | news |  | resumes |  |
| instrument |  | notebook |  | room |  |
| introduce |  | o'clock |  | rub |  |
| invest |  | ordeal |  | | |

| | | | |
|--------------|---|---------------|--|
| sag |  | trial |  |
| senate |  | twelve |  |
| sentiment |  | uncomfortably |  |
| shoulder |  | universe |  |
| solemnity |  | utter |  |
| sound |  | vary |  |
| speed |  | verdict |  |
| square |  | *victim |  |
| stenographer |  | visit |  |
| stop |  | waste |  |
| sunshine |  | weak |  |
| table |  | *weighs |  |
| tell |  | welcome |  |
| term |  | window |  |
| terrible |  | witness |  |
| throughout |  | | |
| toils |  | | |
| tomorrow |  | | |
| trench |  | | |

PHRASE FORMS

| | |
|--------------|---|
| to him |  |
| five o'clock |  |

VOCABULARY 10

| | | | | | |
|----------------|--|---------------|--|------------|--|
| able | | bombard | | *emergency | |
| admirable | | boy | | endure | |
| adopted | | chairman | | enemy | |
| afternoon | | choice | | equip | |
| along | | coal | | excel | |
| although | | coast | | face | |
| amateurs | | conference | | fight | |
| American | | *considerable | | fold | |
| appropriations | | danger | | folly | |
| arise | | *dearest | | foolish | |
| avail | | *debate | | foot | |
| avoid | | defense | | further | |
| awake | | denying | | gun | |
| barbarism | | *discussion | | head | |
| base | | disloyal | | hospitals | |
| begin | | efficient | | inevitable | |
| billion | | elaborate | | invader's | |

| | | | | | |
|------------|-----|----------------------|---|--------------|-----|
| kept | 2 | possible | 6 | strike | no |
| knew | → | prepare | 6 | strong | n |
| loss | u | prove | 9 | submarine | —ce |
| military | —ce | provision | 9 | sufficient | 3 |
| million | —ce | quarter | 2 | though | u |
| month | — | recent | → | tire | o |
| multiplied | 6 | recommen-
dations | — | troops | 3 |
| muster | → | remove | — | *truly | is |
| native | o | repel | 2 | unchallenged | — |
| *navy | 2 | republic | 7 | vessel | 2 |
| non | — | rest | 6 | weight | 2 |
| notion | 4 | sat | 2 | woefully | 3 |
| obvious | 2 | save | 6 | woman | — |
| offense | 2 | seaboard | 6 | won't | 1 |
| often | 2 | send | 2 | wound | n |
| operate | 6 | sent | 2 | yesterday | 2 |
| patrol | 6 | soil | 2 | | |
| politic | 6 | station | 1 | | |
| position | 6 | | | | |

PHRASE FORMS

Mr. Chairman

to understand

Exercise 10

1. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039

ach. paydger
 m o e w y. 9 a 9 y o
 d o n e s , l e o , v n .
 n . — u n i b e r
 k e y l o n r l e n o
 p . n s o g g . c . b n b z
 i . j . o a r y t . b i
 e s t l . o n e a c
 v . e o j r b e l i .
 e j o a o e y - n i s z w
 e s t l y l . u = c e
 e j o r . o d e , u s b .
 v n r b l e e n e
 e j o n . e c l e n e r
 l e l e e n l o o e n

"K (a a d 2 1 2) m
 i s d i f 6 - s - s
 of m. c. a e f i ; f
 e f i a s c n) m e f)
 b d) - a . 3) e f b
 c a 2 d b d f (a)
 m y - x 1 f b - s - s
 o o n b . m f h . 3 x
 f (a m f m) e b
 1 e s - b d) s - e f
 f) 2 . s - 1 s . 2 m b x

VOCABULARY 11

admire

flag

pursue

ahead

fording

raid

arm

forest

relate

benefits

gang

ride

blazed

gather

river

broke

hostile

roving

came

incline

savages

capture

Indian

saw

coach

instinct

scalp

comfort

journey

stage

conclude

keenness

stirring

courage

kill

tend

division

marry

till

east

master

trails

engaged

meat

tree

engineer

met

tribes

example

might

union

exceed

neutral

unto

except

north

wagon

extinction

oft

white

fast

peace


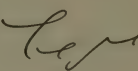

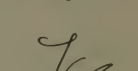



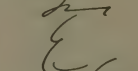

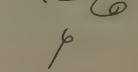

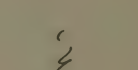



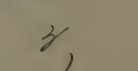

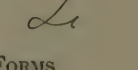

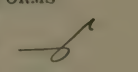

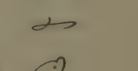










wilder-

fell






Pullman

wood

VOCABULARY 12

| | | | |
|-------------|---|--------------|---|
| abound |  | laboratories |  |
| abroad |  | odors |  |
| affair |  | *original |  |
| blend |  | pardonable |  |
| chief |  | perfumes |  |
| compounding |  | popularity |  |
| *connected |  | pride |  |
| consist |  | *search |  |
| convey |  | *sir |  |
| courtesy |  | *soaps |  |
| done |  | subtle |  |
| enabled |  | sweet |  |
| enclose |  | *various |  |
| extracts |  | | |
| *flowers |  | | |
| France |  | | |
| fund |  | | |
| hill |  | | |
| import |  | | |











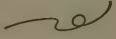











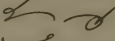











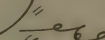


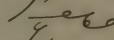

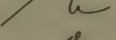



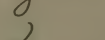





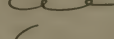


















PHRASE FORMS

| | |
|----------------------|---|
| My dear Sir |  |
| sincerely yours |  |
| thanking you for the |  |
| we hope |  |
| we were |  |

Exercise 12

b: 2 L — — — 9. z u i l y
 m — n a G y l o l e n w, 20
 . 6 l o y. 1 2 2 2 b. — .
 (b. d. i. o. v. x u y l i d 2
 u i l o b y — b o c e z, 9
 u l o r o z u l y i n e
 — l l i e i n o l o l b
 e i d e u l o l l e l l i n
 p u d e l — b. g o d e l y
 e l l i e i o b o p o q y. b y
 l i d e g. n e s l o l — . n
 y l l. — o y l d e l l
 l o l o y — l o l, 2 o b u y
 27
























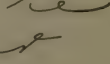























VOCABULARY 13

| | | | | | |
|--------------|---|---------------|---|-----------|---|
| April |  | flow |  | restrain |  |
| auto |  | Friday |  | rhyme |  |
| backwards |  | fun |  | Saturday |  |
| beer |  | grant |  | September |  |
| blow |  | hath |  | sergeant |  |
| boat |  | inspect |  | song |  |
| breeze |  | investigate |  | sorry |  |
| celebration |  | kite |  | spell |  |
| church |  | literally |  | stamp |  |
| circumstance |  | magician |  | steamer |  |
| conscious |  | Monday |  | stiff |  |
| convention |  | November |  | Sunday |  |
| dashboard |  | nursery |  | theatre |  |
| dead |  | obeyed |  | Thursday |  |
| disappoint |  | paddles |  | ticket |  |
| distinguish |  | physician |  | ticket |  |
| doctor |  | preliminary |  | tongues |  |
| dozen |  | prescriptions |  | top |  |
| dress |  | prompt |  | Tuesday |  |
| eminently |  | psychologist |  | Wednesday |  |
| escape |  | ran |  | whip |  |
| famous |  | rarest |  | wind |  |
| | | recite |  | wonderful |  |

. g r i . c e r . p . e . r
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 r m l a e y p a e .
 (s - h e d i g r e u . l ,
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VOCABULARY 14




















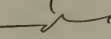


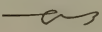




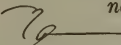


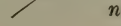
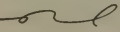























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Exercise 14

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VOCABULARY 15





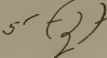


































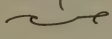

















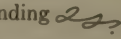

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|-------------|---|---------------|---|---------------|---|
| advise |  | inexpressible |  | queer |  |
| alike |  | interpret |  | really |  |
| appearances |  | kid |  | respectfully |  |
| bathing |  | ledge |  | rocky |  |
| bit |  | ma |  | shed |  |
| burst |  | maybe |  | sleep |  |
| canyon |  | mortals |  | source |  |
| chasm |  | mysterious |  | spontaneously |  |
| chop |  | nearly |  | stole |  |
| couple |  | neck |  | stuff |  |
| diamond |  | necklace |  | style |  |
| fat |  | nightmares |  | surely |  |
| fee |  | origin |  | telepathy |  |
| fortune |  | pa |  | undigested |  |
| funny |  | pocketed |  | university |  |
| fur |  | pork |  | visions |  |
| grand |  | presumably |  | wake |  |
| hanging |  | puzzled |  | weird |  |
| | | | | worn |  |

Exercise 15

o p e . . 7 d h e s s d r
 e l e d i n . . . u o o
 v e n n e f o n s e
 e x p . . . s t o
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VOCABULARY 16

| | | | | | |
|-------------|---|------------|---|----------------|---|
| accident |  | fancy |  | royal |  |
| adventure |  | fifth |  | Sarah |  |
| associate |  | herself |  | season |  |
| association |  | John |  | secretary |  |
| August |  | July |  | sincerely |  |
| author |  | madam |  | struck |  |
| await |  | March |  | treasure |  |
| beggar |  | newspaper |  | unable |  |
| biased |  | novel |  | unfortunate |  |
| century |  | October |  | unusual |  |
| Christmas |  | patronage |  | vacation |  |
| circular |  | pen |  | volume |  |
| club |  | post |  | Wilson's |  |
| colonies |  | pronounced |  | PHRASE FORMS | |
| convict |  | publish |  | as yet |  |
| cordially |  | receipt |  | Dear Madam |  |
| daughter |  | regret |  | under separate |  |
| entitle |  | reply |  | cover |  |
| extra |  | request |  | very truly |  |
| | | | | yours |  |
| | | | | we are sending |  |
| | | | | you |  |

i e n e n g b u n d
 n g e n e n o o p . e
 e o e l o e e e e e
 n g e n e n e l (9) o f e
 g e n e n e n e n e n e
 n o e l e (n e) e l e
 n e e e l e n e n e n e
 . n e n e n e n e n e n e
 n e n e n e n e n e n e

VOCABULARY 17

| | | | |
|-------------------|-----|-----------------------|-----|
| born | 6 | prefer | G |
| convenient | 2/2 | primary | Car |
| dark | 4 | principal | C |
| <i>depression</i> | 4/9 | <i>procession</i> | Cp |
| <i>detective</i> | 1/9 | <i>profession</i> | G |
| entertain | 7 | <i>respectability</i> | 1/9 |
| folks | 43 | salary | ce |
| game | 2/7 | scene | 2 |
| God | 2/7 | select | co |
| hot | i" | session | 9 |
| hurt | ✓ | <i>shadow</i> | 8" |
| <i>illusions</i> | es | <i>shorthand</i> | 1/) |
| imprison | 7c | shut | W |
| invitation | 2/6 | sick | 2 |
| jail | 2/6 | slide | co |
| led | ✓ | soft | 2 |
| length | ce | statement | 7/ |
| lot | ✓ | <i>tempting</i> | 7/ |
| <i>misfortune</i> | 7 | testimony | 2/ |
| <i>occupation</i> | 7 | therefore | 7 |
| omit | cb | wear | 2 |
| pleasant | Cp | | |

Exercise 17

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 . 4 1 + 0 0 2 — 3 1 . 2 . 7 .
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 3 1 4 0 7 1 — 7 7 6
 2 ; — 6 1 7 7 6 1 7 7
 . . 7 1 . 2 1 2 7 — 7 7
 n 7 7 7 7 7 7 7 7
 7 7 7 7 7 7 7 7

VOCABULARY 18

aboard

allege

ambulance

arrest

attributable

aunt

band

bridge

bridgeman

chain

clothing

coating

communicated

crashed

disaster

drown

entrance

exposure

February

forenoon

fourth

Green

herewith

husband

ice

impact

injure

lock

mechanism

Mrs.

No.

passengers

Philadelphia

picked

pursuant

rain

repair

sleet

slowly

son

track

wet

Williamstown

wreck

PHRASE FORM

respectfully

yours

[illegible]

VOCABULARY 19

absence

inst.

accordance

invoice

advice

isn't

anxious

locate

approval

memorandum

balance

misunderstanding

blank

payment

can't

practical

chance

procedure

compare

quote

description

regular

difference

remittance

discount

sample

draft

says

duplicate

sheet

earliest

yourself

error

PHRASE FORMS

exchange

did not

excuse

earliest

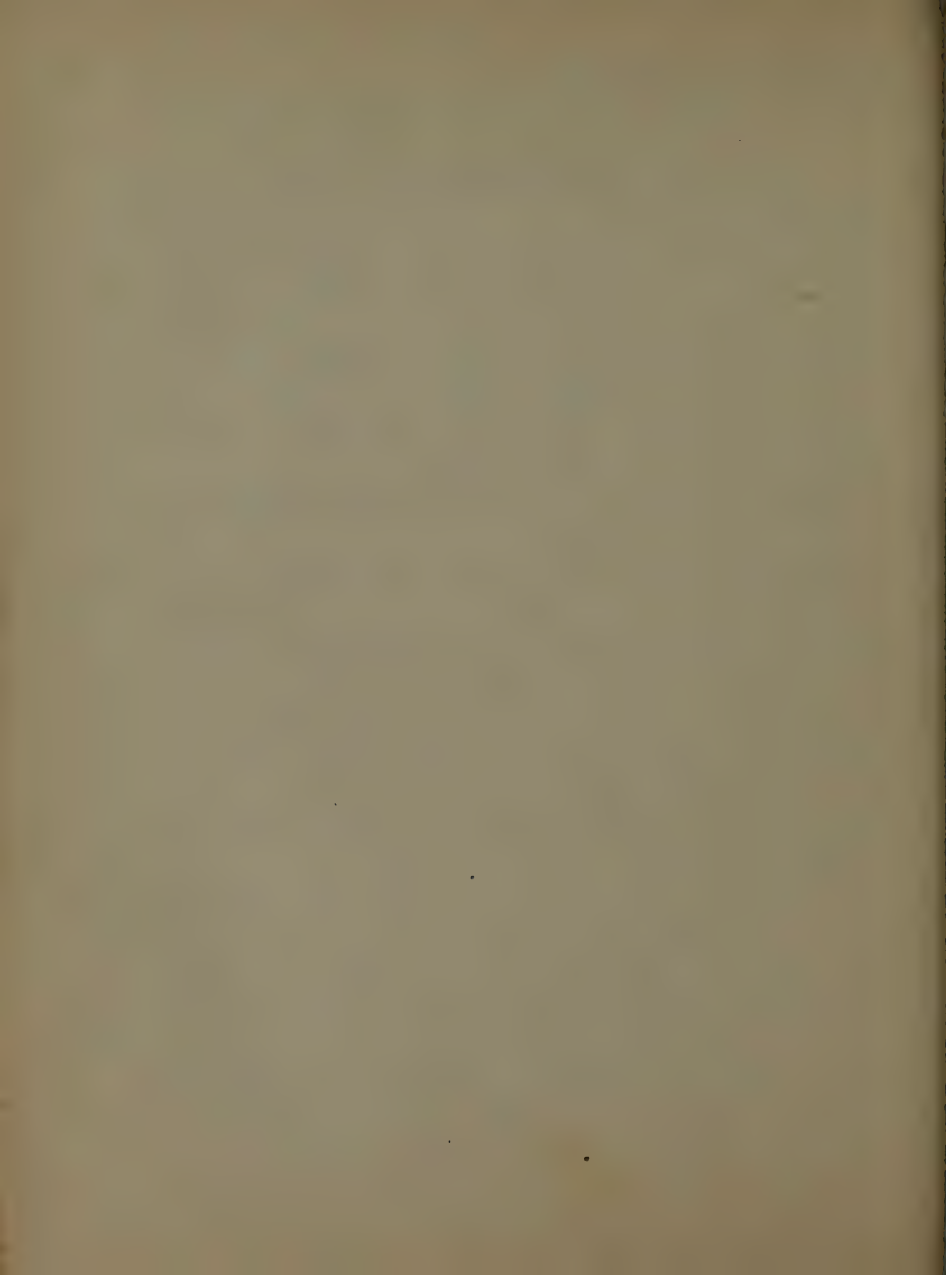
haven't

convenience

Exercise 19

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 f 3 { 2 2 , 0 — f f b f
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 0 9 , v 6 0 f v — o f 4
 f b f o 2 v m , 9 f 2
 f o f o r — u o v (o x 6 v
 f o e n u b e f i , n e f
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a, 3, 2, 5, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.



DICTATION

EXERCISE 1

We live in a mechanical age. It is an age of steel and electricity. Motors and carbon lights have come²⁰ to be as familiar to us as horses and candles used to be, until we have to become a mechanic⁴⁰ today in order to be of any particular use to society or ourselves. We cannot be happy and be simple⁶⁰ any longer. We have been converted into strange forms, run on the electric principle, and controlled by the pushing of⁸⁰ a button. If we appear to go wild sometimes and cut wide figures down the middle of the road, it¹⁰⁰ is because we have pressed the wrong button. It is not safe to trust ourselves on the street for fear¹²⁰ we will suddenly dash off without anyone at the switch. Nobody is safe any more.

Our entire private life is¹⁴⁰ a piece of machinery. The family runs by electricity. Mother switches on the vacuum cleaner and does her sweeping; sister¹⁶⁰ curls her hair with an electric iron and rushes down to the motion pictures; brother stays at home with the¹⁸⁰ radio and provides the music. Father is in the garage fixing the car. Nobody pays any attention to the baby,²⁰⁰ who is playing with a fire-extinguisher upstairs. In a minute some guests will drive up and somebody will immediately²²⁰ propose that they dance. So, if you please, they pair off, two by two, and move mechanically over the floor²⁴⁰ with all the rhythm of a well-adjusted piece of machinery. The radio is playing "The Round and Round Again²⁶⁰ Blues."

I ask your opinion, is that not a fair picture of what is happening? I have no desire to²⁸⁰ condemn; nor shall I defend it.

We can all understand it. It is the natural effect of a great deal³⁰⁰ of thought and effort employed in one field of endeavor. It represents the worship we have made of science, brought³²⁰ to bear in all its powers upon the practical problems of life. We have gone to school to Nature, and³⁴⁰ learned to make the study of her serve us in a practical way. What the final outcome will be, it ³⁶⁰ is hard to predict. I leave the answer to others. Whether we shall grow more like machines, content always to³⁸⁰ sit down to walk, and allow our bodies to become old and heavy, while we take our thoughts from the ⁴⁰⁰ movies, or whether we shall succeed in working out a nicer adjustment of the undoubted advantages in all these things⁴²⁰—I am sure I do not know. About forty years ago I should have held myself an authority and told ⁴⁴⁰ you what was going to happen, but things have a habit of coming out differently than I expected.

We shall ⁴⁶⁰ never, of course, return to the old days. The new order has too secure a hold upon our life and⁴⁸⁰ our very habits. Nothing could lead us to bring back the buggy with its spring seat that bounced over the⁵⁰⁰ ground like a jumping-jack. No, thank you, on no account do we long for those far-away days. (519)

EXERCISE 2

Gentlemen:

This is the first time that I have ever been called upon to address a group of this sort.²⁰ In a sense I suppose I can claim to be one of you, as I have had occasion to acquire ⁴⁰ some knowledge touching your particular industry. Some eight or ten years ago, I tried to establish myself as a manufacturer⁶⁰ and I did get a great deal of experience, but that was all. It

soon became plain to me that⁸⁰ in order to eat three times a day, a manufacturer must get contracts and collect bills, and I discovered that ¹⁰⁰ I was getting very hungry. But, as you will probably agree, in this age of business the experience was worth¹²⁰ all that it cost me. I have never since had any ambition to invade your field—I realize that history¹⁴⁰ too frequently repeats itself—but I do feel that in speaking to you this evening I am addressing myself to¹⁶⁰ a familiar topic.

To anyone who has watched the march of industrial progress in this country for the past thirty¹⁸⁰ years, there seems to be no limit to what we may expect. Modern methods and modern machinery have multiplied the ²⁰⁰ efficiency of human hands, have added both to the quantity and to the beauty of machine-made art, and have,²²⁰ in large part, built up a commercial empire second to none in the world. History used to confer its choicest²⁴⁰ favors upon the soldier and the clergyman; now it waits upon the magic touch of business, of the man behind²⁶⁰ the machine and the cash book.

There are those, of course, who wonder if this is for the best, who²⁸⁰ feel that we have built simply a machine without a heart, without principle, into whose power we have delivered ourselves³⁰⁰ and our civilization. This is an extreme view, but I have heard it expressed many times and it is well³²⁰ to recognize that it exists. For my part, I think it is poor philosophy. Some people are always too ready³⁴⁰ to court their fears and apply the old primitive test to anything new. To them anything that is big is³⁶⁰ bad. So they draw into their shells, and there they remain until the awful thing has been destroyed or is³⁸⁰ at least checked in its destructive career.

That, it seems to me, is a very low estimate of your part⁴⁰⁰ and of mine in the establishment of the industrial supremacy

which our nation now enjoys. Mainly because of our commercial⁴²⁰ superiority—our manufacturing methods, the system and intelligence that we have put into them—we are no minor nation today,⁴⁴⁰ begging markets of anybody. We are in the very front rank. Our ships sail the seven seas. Our manufactures are ⁴⁶⁰ transported to the remotest corners of the earth. In no corresponding activity, since time began, has there been such complete⁴⁸⁰ dominance by any one nation. We are the world's storekeepers.

We are indeed traveling at a rapid rate—it may⁵⁰⁰ be too rapid. We are moving toward complete saturation of the world's markets with our goods, and if I am⁵²⁰ any judge, that is not a wholly desirable consummation. It is never good to arrive at a limit beyond which⁵⁴⁰ it is impossible to go further. It is well to have a goal and a worthy one, but let us⁵⁶⁰ not reach it too quickly—and let us watch out that we do not fall in an attempt to overreach⁵⁸⁰ it. (581)

EXERCISE 3

In the days of Julius Caesar the rule of business was expressed in the Latin phrase meaning "let the buyer²⁰ beware." When you started out to make your purchases in those days, you would first wipe off your glasses, tie⁴⁰ a string around your purse, and proceed to strangle your conscience. If you were buying a fish at the market,⁶⁰ you would watch carefully to see that you got fish and not a pound of horse. You would never buy⁸⁰ milk at all unless you got the cow with it, and even then you would have your doubts. Nobody accepted¹⁰⁰ anybody else's word in those active days. Faith in one's fellow-

man was at low ebb, and the national hero¹²⁰ was the one who seized the most territory for his country or who achieved the biggest swindle in the market-¹⁴⁰place.

Truth and character probably meant the same thing as they do now, but they had no place in business.¹⁶⁰ They would not fit in with the prevailing spirit of trade. "To the victor belong the spoils" was another gentle ¹⁸⁰ little motto of the period, a maxim which seems just as fresh and popular today as it was then. But²⁰⁰ I imagine then it was exclusively a business principle. The only man then whose word could be said to be²²⁰ as good as his bond was the slave, and he couldn't help it. His word had to be good, for²⁴⁰ his bond was a hard and difficult one.

Happily that idea of business is gone; it is but a memory.²⁶⁰ It went out when the new idea of responsibility was declared in. Step by step the ethics of trade have²⁸⁰ advanced since that early time. Today business is constructed upon a more certain foundation and its development of character has³⁰⁰ been equaled only by a corresponding gain in sheer size and prestige.

Business today is essentially straight and honest. Nobody³²⁰ would seriously suggest otherwise. Honesty, it has been discovered, pays dividends. The man or the company who can not produce³⁴⁰ a clean bill of character and honest dealing might as well retire from the lists and seek another field.

Now,³⁶⁰ mark that and suit your course to it. Your first concern when you enter upon a career of business should³⁸⁰ be not how much you are going to make, but how fine a reputation you are going to achieve and⁴⁰⁰ maintain, for reputation is the modern corner stone of business. Big business is glad to acknowledge the golden rule as⁴²⁰ its motto, and, in addition, it has included most of the commandments, also. Not simply because it is the proper⁴⁴⁰ thing to do, but actually because it

is the easy thing. They have decided that it is easier to be⁴⁶⁰ honest; certainly it is more profitable, and that is a convincing argument. (472)

EXERCISE 4

Ladies and Gentlemen:

A campaign speech is perhaps not an ideal medium by which to greet an audience of friends.²⁰ The great mass of the people usually expect and insist of a candidate for office that he talk policies and⁴⁰ programs and not personal matters. However, I assure you of the satisfaction I have in returning to my own home⁶⁰ county, and I promise you tonight that I shall treat of the things which are nearest to you down in⁸⁰ this region. I feel absolutely confident of your support when election time rolls around, but it is due you that¹⁰⁰ I lay before you my aims and principles in this campaign.

My opponent, who has not had a new idea¹²⁰ in twenty-five years, has marched all over the state talking about the tariff, the full dinner pail, and the¹⁴⁰ gold standard. Lacking a real, live argument, he has been reduced to the necessity of waging a campaign on issues¹⁶⁰ which died a natural death before this generation could vote. Before he is through I suppose he will have us¹⁸⁰ all in bread lines crying to high heaven for the defeat of all the Democrats. The picture which he paints²⁰⁰ in the event of my election is one of a vast red menace.

Well, I am going to be elected,²²⁰ but I don't think that any normal person is afraid that anything like that is going to occur. I am²⁴⁰ not unknown to the people of this state and I don't think that I inspire that kind of picture to²⁶⁰ anybody of aver-

age mentality or better. What I have stood for and accomplished already in my service to the state²⁸⁰ certainly furnishes a better idea than that of what may be expected of me when I am elected. I mention³⁰⁰ this only as an illustration of what the opposition must stoop to for an issue of any kind.

What are³²⁰ the issues of this campaign? As I see them, they are economy in government, the need for railway legislation, state³⁴⁰ highway construction, and new corporation laws. No one has to inquire where I stand on all these. It is written³⁶⁰ all over the page of my record in this state. There is no mystery about me. But who can determine³⁸⁰ even approximately where the other side stands on any one of these propositions? They have neither spoken of them nor⁴⁰⁰ so much as alluded to them in the course of a six weeks' campaign. They can not afford to, for⁴²⁰ their record is against them. They have devoted all their time to reminding us how much income tax we are⁴⁴⁰ privileged to pay in this period of so-called prosperity and how we ought to want to pay more. "Elect⁴⁶⁰ me," they say, "and obtain all the blessings of prosperity forevermore; elect the other fellow and starve during the coming⁴⁸⁰ winter." They even predict colder weather if I am elected. You smile, but that is all they have to talk⁵⁰⁰ about. Can you imagine a worse predicament than that for a political party to be in?

Everywhere I go I⁵²⁰ find people bored by the old slogans, and dreaming of a new order when new ideas and new standards will⁵⁴⁰ be planted in the minds of our governors, when mere property advantage will no longer be the test of the⁵⁶⁰ ability to govern. The strength of this nation is not in its property or its immense physical resources, and it⁵⁸⁰ never was. Our greatness is to be found in the free, independent thinking of the individual citizen. When we lose⁶⁰⁰ that, it will be a sign

that we have dropped from our high estate and ceased to be a sturdy⁶²⁰ pioneer in government. (623)

EXERCISE 5

Not long ago I had occasion to make a quick trip to the city. It was hardly more than a²⁰ social call and the distance was short, but with the opportunity offering itself I hopped into an airplane, pulled back⁴⁰ the old joy-stick and was quickly off. It felt good again to be up in the clean, pure air,⁶⁰ mounting higher and higher toward the blue sky, the plane responding to my lightest touch. There is no pleasure quite⁸⁰ similar to flying.

If you have never made a cross-country flight you have missed seeing the earth in its¹⁰⁰ greatest glory. Everything is spread out beneath you like a picture painted in natural colors. Much detail of course is¹²⁰ lost, but that constitutes a gain on the side of beauty and art. To your right, for instance, is a¹⁴⁰ pretty little town, glistening in the sun. It has rather a foreign air at this height, but it is the¹⁶⁰ same town—the same crowds on the same streets and avenues—that you have been used to seeing on the¹⁸⁰ ground.

Beyond are the outlines of a summer artillery camp. You follow the railroad closely over a neighboring factory until²⁰⁰ you catch sight of an odd-shaped body of water which looks like four good drinks to a thirsty man,²²⁰ but instead it is a great, deep lake, measuring many hundred feet across.

It is a beautiful trip but entirely²⁴⁰ too short. Almost before you know it, you observe the landing field beside the city. You throw your handle forward,²⁶⁰ break your contact, and with gravity as your motive power glide gently to the ground

with the wires singing merrily,²⁸⁰ and you settle easily on all three landing points of your plane. I can recall how, during the war, I³⁰⁰ used to count each point as it hit. First one wheel, then another, and finally the tail-skid; and then³²⁰ I would wait for the flying officer in the front seat to explain for the fifty-third time that my³⁴⁰ execution was bad, that all three must meet the ground together.

I was a flying cadet then, out to "win³⁶⁰ my wings" as we called it, and I can still hear the critical voice of the instructor ringing in my³⁸⁰ ears as I made a dangerous two-point landing or tried to push over a mountain two thousand feet up.⁴⁰⁰ His remarks were not always of the type that you hear in polite society, but they were to the point.⁴²⁰ I have never had any wish to teach someone else to fly, especially in the same plane a half mile⁴⁴⁰ in the air. It is a real tax on the nerves, and I am sure my conduct, too, would suffer⁴⁶⁰ in the process.

Yes, I would rather travel alone with nothing between me and the engine but the center section ⁴⁸⁰ and an empty seat. I am ready to forgive my instructor of that date for his forceful references to the⁵⁰⁰ grade of my intelligence in an airplane. He was an expert at his job, and it was cheap experience for⁵²⁰ me. (521)

EXERCISE 6

Mr. President:

I rise to announce the holding of a special committee meeting early next week. I have noticed with²⁰ some surprise an increasing reluctance on the part of members of late to respond to our summons to these meetings.⁴⁰ We have been obliged to write letters to members and officials who should be present

at our councils and express⁶⁰ their views upon the subjects considered. Such a course should not be necessary. We have no means of enforcing attendance,⁸⁰ but I feel that the members owe it to themselves and to their self-respect to assume their full share¹⁰⁰ of the responsibility involved in our deliberations. So far, we have always managed to get enough together to do business,¹²⁰ but it is not our object simply to meet and to transact business. These matters pending before the committee must¹⁴⁰ be settled, and I charge all of you with your solemn responsibility in this respect.

The two important questions under¹⁶⁰ consideration just now are the child labor amendment and the deplorable situation of the farmer. We have got to make¹⁸⁰ some move to relieve the distress on the farm, and to change the conditions under which little children are being²⁰⁰ forced to labor in this country.

The farmer today is struggling for a mere existence, and he is demanding that²²⁰ we give definite thought to his problem. His market has been destroyed. His wheat, his cotton, his corn and potatoes²⁴⁰ must be sold at an enormous sacrifice. June cotton this week is selling at nine cents per pound, when it²⁶⁰ cost the farmer more than that amount per pound to plant and harvest his crop. The farming industry is almost²⁸⁰ bankrupt.

Remember, the farmer requires capital to run his business the same as anybody else, but he is helpless. The³⁰⁰ banks will not issue any more loans on his land. His notes are due; he has no reserve of capital³²⁰ to call on; his profits have been wiped out during the last few years.

The farmer is a skilled laborer.³⁴⁰ He is more than that; he is a business man, but he is not organized in either capacity. If he³⁶⁰ were, he would not be in his present plight. He must

buy his necessities upon a protected market and at³⁸⁰ an ever-increasing price; yet he receives protection of no kind in the disposition of his own products. His is⁴⁰⁰ a daily battle merely to live.

I would say a word, too, about the child labor amendment. This amendment is⁴²⁰ not perfect. It has gone through several revisions, but to my mind it is the best that we can get⁴⁴⁰ at this time. I have been attacked for the stand I took concerning the item in it which directly affects⁴⁶⁰ the South, but, nevertheless, I speak as a warm friend of the amendment. Nothing should be put in the way⁴⁸⁰ to prevent its passage. I regard it clearly as a duty we owe to the young people of the country⁵⁰⁰ to see that they are not forced into manual labor before they have reached their full physical and mental development.⁵²⁰ The future of the race is involved in this matter; the quality of our citizenship will depend upon the results⁵⁴⁰ of the action taken on this amendment. But I am not worried about the outcome; all I ask is that⁵⁶⁰ you, as members of this committee, whose duty it is to aid in its deliberations, be present and cast your⁵⁸⁰ vote. (581)

EXERCISE 7

Modern advertising is more than a business or an art. It is an educational institution. It is a feature of²⁰ our daily life that we could ill afford to give up or to change. Few of us ever credit the⁴⁰ really tremendous part the advertising page plays in molding our thoughts and our ideas.

How many of us, upon purchasing⁶⁰ a copy of our favorite magazine, fail to read the advertisements before the book is

laid aside? It is my⁸⁰ own custom, I know, to go through it from cover to cover, devouring the ads with exactly the same interest¹⁰⁰ as I read the articles and the stories. In fact, many times, I confess, I neglect the latter for the¹²⁰ more attractive arrangements of pictures and advertising paragraphs in the back of the book. The stories may be something less¹⁴⁰ than first-class but, when thousands of dollars are paid for the privilege of displaying one's name and product, the¹⁶⁰ advertisement must be good. It must contain a distinct appeal to a fair majority of its readers to justify the¹⁸⁰ extreme cost today.

The day of the agent going from door to door, through the front yard or around the²⁰⁰ side garden, making personal contact with his customers, is past. Even in the little villages and the rural communities we²²⁰ see but little of this class of retailer now. His substitute is the mail-order catalog and the advertising page.²⁴⁰ The wise farmer of today, as well as the city dweller, has been taught the value of buying standard products²⁶⁰ which carry behind them the insurance of honest advertising in standard magazines. Whether he is buying a hat for himself,²⁸⁰ a can of oil, or a cream separator for the farm, he knows he stands a better chance of getting³⁰⁰ what he wants by buying what he sees thus advertised.

And not only to the man of the house, but³²⁰ to the wife as well, the appeal is being made through the printed page. She is a reader of the³⁴⁰ advertisements, too, and has been quick to recognize the economy of magazine shopping. A bed for the house, a sack³⁶⁰ of flour, or a pound of tea is likely to be a better product for the money spent in displaying³⁸⁰ it in the big magazine. The inferior article could never justify such an expense.

Previous to the days of country-⁴⁰⁰ wide advertising, we bought altogether too blindly. There was but little effort at cooperation between the manufacturer and the consumer.⁴²⁰ Whatever confidence we had upon buying a product was in the dealer with whom we had done business before, and⁴⁴⁰ not in the article itself or the firm who made it. The man who re-tailed the product was our sole⁴⁶⁰ guarantee of its quality. Hence, if the retailer was honest, his stock of merchandise was likely to be honest; otherwise⁴⁸⁰ we could not be sure. If we burned our fingers doing business with an unknown dealer, it was useless to⁵⁰⁰ complain. The responsibility was ours; we should have known better.

But how times have improved within the last twenty-five⁵²⁰ years, since the present-day policy and scope of advertising became the rule! Now we accord to the article itself⁵⁴⁰ the confidence that we once gave only to the dealer, especially if it carries behind it a prestige won by⁵⁶⁰ honest advertising in publications of repute. (566)

EXERCISE 8

I do not believe there is another city in the nation possessing half the advantages of ours. If we do²⁰ not feel a true love for it, we are something less than patriotic. There is not a person among us⁴⁰ who is not indebted to it every hour of the day and night for some care of its watchful eye⁶⁰ or some service with which it supplies us. There are too few people living in a civilized community who appreciate⁸⁰ the plan and purpose of city government in its relation to the average citizen. Our lives are committed to its¹⁰⁰ care. We owe the same loyalty to it that we should give to the nation.

Ever since I could read¹²⁰ and think for myself, I have set before me the task of keeping informed of the developments of my city¹⁴⁰ and the general trend of its thought. This practice I have continued for a long time, and as the years¹⁶⁰ pass I find more and more cause to marvel at the progress our city has made. I still thrill at¹⁸⁰ its size and its growing reputation. I like to consider that I am as big as the city that I²⁰⁰ live in and as great as the thoughts it thinks. That is the reason I have labored for it so²²⁰ earnestly, and I hope I have not failed to acquire a certain degree of success in my efforts. It has²⁴⁰ not been a big success, I admit, but, large or small, it is the best that I could command and²⁶⁰ I shall stand on the record. Soon, I dare say, my labors will be finished, but until then I like²⁸⁰ to feel that my whole thought and ambition has been to carry on the work so well begun by those³⁰⁰ who preceded me.

Let me point out once again the full significance of my report submitted last week to the³²⁰ Board of Estimate. Consider the many important activities and departments in a city government which require constant supervision and attention³⁴⁰—the water supply, health and sanitary conditions, the police force, food distribution, and the administration of the law. It is³⁶⁰ in many respects no different from the problems of an army. In mere numbers we are five or six times³⁸⁰ the size of any army that ever fought as a single unit, nearly twice the size of the entire allied⁴⁰⁰ army occupying the western front during the World War. The sum disbursed by our budget is greater than the total⁴²⁰ expenses of many European countries. Thousands of freight trains follow one another daily into our yards, filled with countless tons⁴⁴⁰ of steel and stone and other material for the new building enterprises constantly

under way. The staff of workers necessary⁴⁶⁰ to the running of a city of this size is a small army in itself.

And, oh, the little matters⁴⁸⁰ that we have got to look after, turning aside from more important problems for the moment! I opened a letter⁵⁰⁰ this morning from a much excited girl who asked why we permit automobiles to park on both sides of her⁵²⁰ street. She had found that there was no space left between in which to turn a car, and so she⁵⁴⁰ at once wrote us about it! Not that I wish to criticize the dear women, but only to show what⁵⁶⁰ we sometimes must contend with. Still it is our duty to hear the troubles of all and to remedy them⁵⁸⁰ if we can. (583)

EXERCISE 9

If you have never paid a visit to a trial term of court and watched the daily grind of the²⁰ mill of justice, you have overlooked a chapter of life which is both interesting and educating. It is no ordinary⁴⁰ incident that is enacted here. It is a show upon which civilization itself depends. Its interest and its moral extend⁶⁰ throughout the universe. King and President, Commons and Senate all wait while some poor, weak victim caught in the toils⁸⁰ has his day in court. The presses grind out the news of the trial, the papers go forth to waiting¹⁰⁰ hands, and the public reads its lesson of the futility of hate and crime.

Let us step inside to watch¹²⁰ and to listen. We shall not take any part or utter so much as a sound, but shall fit into¹⁴⁰ one of the square, hard seats as quietly as we may and share in the general interest. The heavy influence¹⁶⁰ of the place is at once felt; the atmosphere itself is invested with the solemnity

of the proceedings. The windows¹⁸⁰ are closed against the warming currents of sentiment outside. There is no sentiment here, and little sunshine; only justice and²⁰⁰ a drab contrast in black.

On the bench, raised above everybody else, in the exercise of his judicial dignity, sits²²⁰ His Honor, the judge, the especial instrument of justice. To the right are the jury, twelve "good men and true"²⁴⁰ packed in a long, trench-like enclosure known as the jury box. The witness sits uncomfortably in a boxed-off²⁶⁰ chair to the left of the judge and below him, while in front and ranged around long mahogany tables are²⁸⁰ the counsel, the district attorney accompanied by his assistants, and all the varying degrees of officials belonging to the administration³⁰⁰ of the law. At a little table just in front of the witness is the stenographer in a busy attitude³²⁰ of concentration upon his notebook.

Cross-examined by the district attorney, the witness tells his story. Evidently frightened and ill³⁴⁰ at ease, he answers with apparent hesitation. To him it is a terrible ordeal, for before him is liberty or³⁶⁰ a term in prison. It may even be a question of life and death. He rubs his hands nervously. His³⁸⁰ shoulders sag and his whole manner droops under the cross-fire of questions that is launched at him. He forgets⁴⁰⁰ himself for a moment and makes a damaging admission, a mistake which his attorney is quick to correct.

His counsel⁴²⁰ is on his feet introducing an objection to the form of the question. His Honor weighs the objection, with quick⁴⁴⁰ decision refuses to allow it, and the case proceeds without delay. All is speed and dispatch in the court room;⁴⁶⁰ little time is consumed in idle speech or waste motion. Every question must be distinctly to the point and contribute⁴⁸⁰ some-

thing to the trial, or there is objection from either His Honor or the other side.

We note that the⁵⁰⁰ hour is late for court; the time is after five o'clock. We wonder if a stop will be called until⁵²⁰ tomorrow. The witness, hard driven by a relentless foe, would welcome the relief of adjournment. But no, we are near⁵⁴⁰ the end; the judge confers with the attorneys and indicates that the case will go on.

Everybody resumes under pressure,⁵⁶⁰ but there is no rush. There is never any headlong hurrying in court, only a determination to get everything on⁵⁸⁰ the record with the least delay.

Soon there are no more questions. The evidence is all in. The judge stands⁶⁰⁰ and instructs the jury, who immediately retire, and we wait for the verdict. (613)

EXERCISE 10

Mr. Chairman:

My subject this afternoon is the need for making further provision for our national defense. We have not²⁰ troops enough to repel an enemy who could send a well-equipped army against us. Although our coast line is⁴⁰ a very considerable defense in itself, we are beginning to feel that it is not the protection it has been⁶⁰ in the past. Our country is in real danger, and I should be disloyal to it if I allowed this⁸⁰ condition to go unchallenged. Yesterday a conference of party leaders was called, the second in as many months, to consider¹⁰⁰ the subject, and after long and tireless discussion, a course of action was adopted which I hope will have weight¹²⁰ with the Senate and be productive of results.

I ask you to look at the position in which we now¹⁴⁰ find ourselves—and I hope you won't believe that I am talking politics. I do not want votes; I want¹⁶⁰ your help to save the lives of the boys who fight our battles for us when the necessity arises. If¹⁸⁰ I knew of anything that I could say or do to keep them from the dangers into which we have²⁰⁰ so recently seen them sent, I should be saying it and doing it now. Our hospitals are not yet empty²²⁰ of the wounded of the last war.

I am not in love with war, any more than you are; but²⁴⁰ war is often inevitable. It comes along, demanding its sacrifices, and though we do all in our power to avoid²⁶⁰ it, sometimes honor itself is involved and there is no choice left to us. I am at a loss to²⁸⁰ understand the mental processes of those who do not realize this. It seems to me too obvious for debate. Who³⁰⁰ knows when we shall be called upon to face a strong and efficient enemy with an army and a navy³²⁰ superior to our own? It is perfectly possible as we are situated today.

I am an American, the kind of³⁴⁰ American, I hope, who has kept our soil free from the invader's foot since the foundation of our republic. Yet³⁶⁰ I am not one of those who believe that we must become a nation of soldiers in order to prove³⁸⁰ to the rest of the world that we are prepared to protect ourselves. If anyone has that notion of me,⁴⁰⁰ I want him to remove it from his mind. It is not true. There is not a man or woman⁴²⁰ whom I would send into the display of barbarism which men call war, but there is no use denying to⁴⁴⁰ ourselves that, if such a thing does come to pass in the future, the suffering that we must endure will⁴⁶⁰ be multiplied many times because we are not ready to meet it. Why, at this moment we are not able⁴⁸⁰ to muster an army sufficient to patrol our seaboard.

Our air service, while admirable in quality, is still insufficient to⁵⁰⁰ protect our cities from bombardment by a well-planned air offensive.

Our native land is our dearest possession. No one⁵²⁰ can question our patriotism, but in military numbers wē are woefully weak. We are building bigger guns, new war vessels,⁵⁴⁰ and submarines to the value of many millions of dollars, but these are of little avail if we have not⁵⁶⁰ the skilled hands and the trained heads to operate them when the hour of emergency strikes. The army realizes it;⁵⁸⁰ the navy realizes it. Yearly, they ask for greater appropriations, for better quarters, for more coaling stations and operating bases.⁶⁰⁰ They know from trained experience what is needed, but always their recommendations are turned down by the non-military amateurs⁶²⁰ in this body. Truly, we have been foolish. We have sat idly by while the other nations of the world⁶⁴⁰ have spent billions and excelled us on both land and sea in elaborate preparation for war. When shall we awake⁶⁶⁰ to our folly? (663)

EXERCISE 11

Riding across this great country of ours from the east coast to the west in the easy comfort of a²⁰ Pullman coach or by fast automobile, I never cease to admire the courage of those hardy pioneers who first made⁴⁰ the journey. Had I been called upon to make the same trip then, I often wonder whether I should have⁶⁰ been equal to the occasion. I am inclined to think that all of us too easily forget what has gone⁸⁰ before us to make possible the benefits which we enjoy today.

How many of us, for instance, ever give thought¹⁰⁰ to the

early history of our country and of those who blazed the way for everything which has followed? Those¹²⁰ sturdy pioneers, following the flag or it may be the primitive roving instinct, traveled on foot when they made the¹⁴⁰ trip, fording rivers as they came to them, felling trees to make way for the horses and the heavy wooden¹⁶⁰ wagons; depending upon the strength of their arm and the keenness of their eye for meat and food along the¹⁸⁰ journey. In the forest just ahead of them might be hostile savages gathered for a raid.

Capture at the hands²⁰⁰ of the Indians meant certain death. If the white man saw the Indian first, he did the killing; otherwise, the²²⁰ Indian added a new scalp to his collection. Except for a few tribes there was no such thing as neutrality²⁴⁰ in those stirring days. Not till one side met almost absolute extinction was peace concluded between them.

Thus the pioneer²⁶⁰ pursued his way westward and northward, fighting and marrying and building. He mastered nature and himself, and he built from²⁸⁰ a wilderness the beginnings of a great union of states. Later in his path came the stage coach and the³⁰⁰ mounted express; then the engineer and the division gang laying the first railroad line. But he broke the way which³²⁰ everybody else has followed, even unto the modern generation, for our automobile roads but follow the old trails blazed by³⁴⁰ the pioneer.

It is an oft-related story, this history of our early founders, but we are so engaged today³⁶⁰ in the problems of a newer age that we tend to forget. It is a story exceeded by none in³⁸⁰ all history for sheer courage and industry. We may not be called upon in this age to endure and to⁴⁰⁰ achieve as they did, but we can at least remember and take inspiration from their high example. (417)

EXERCISE 12

My dear Sir:

We are very glad to welcome you as a customer of our house and to convey to²⁰ you some sense of our appreciation of the confidence you have thus placed in our products.

We take a pardonable⁴⁰ pride in our business. Indeed, we like to feel that it is something more than a business, that it is⁶⁰ an art. The making of sweet, subtle perfumes has been the chief affair of our house for many generations.

Our⁸⁰ policy has always consisted of careful study of every detail connected with the compounding of our soaps and perfumes. Our¹⁰⁰ extracts are all imported from abroad, from the hill country of France and middle Europe where the various flowers and¹²⁰ oils abound. Last year we sent our agents all over the world in search of new oils and new odors.¹⁴⁰ They have now returned; and their discoveries were funded in our laboratories here, with the result that we were enabled¹⁶⁰ to offer a distinctly original blend which has already achieved a tremendous popularity.

We take pleasure in enclosing a story¹⁸⁰ of the perfume business, showing in attractive form what has already been done and what we hope to accomplish as²⁰⁰ our contribution to the future.

Thanking you for the courtesy of your confidence, we are,
Sincerely yours, (217)

EXERCISE 13

Very few of us appreciate the importance of habit in our daily lives. It is a circumstance of life which²⁰ affects our every

thought and activity. Almost everything we do is prompted by habit. As an illustration of its power,⁴⁰ a famous psychologist tells the story of a soldier who was walking across the floor with a glass of beer⁶⁰ in his hand when the top sergeant, in a spirit of fun, called out "Attention!" The soldier promptly obeyed the⁸⁰ command, letting the beer dash to the floor.

We are literally slaves to habit and convention. Even in our original¹⁰⁰ investigations in new fields we can not escape the spell. The first doctor was more magician than he was physician,¹²⁰ and some of the prescriptions of that age are still being used today. When the first auto was presented for¹⁴⁰ our amazed inspection, what did we see? It was nothing more or less than a buggy with an engine to¹⁶⁰ pull it instead of a horse. It had a dashboard, a wagon seat, and a place to put a whip.¹⁸⁰ There were a dozen or more things about it that were totally useless, but such was the effect of habit.²⁰⁰

The first steamer was a sorry looking sail boat with paddles that ran by motive power. There was little to²²⁰ be seen in the first airplane to distinguish it from a kite, except the engine. It headed into the wind²⁴⁰ like a kite and would have been blown to pieces by the first stiff breeze. Of course, I grant you²⁶⁰ that these were but beginnings, a necessary preliminary to the wonderful progress we are celebrating today in all these fields,²⁸⁰ but yet in each one of them we started off under the restraint of habit.

And we think by habit,³⁰⁰ too. When we are called upon to recall the number of days in a given month we must recite the³²⁰ nursery rhyme, "Thirty days hath September, April, June, and November," before we can remember so simple a fact as that.³⁴⁰ Take the days of the week and they flow off our tongues like magic—Sunday, Monday, Tuesday, Wednes-

day, Thursday, Friday,³⁶⁰ Saturday—but recite them backwards and they do not go so easily, because it is not a habit with us.³⁸⁰ It requires thought and attention, and thinking is the rarest thing we do. We eat, we dress, we sing a⁴⁰⁰ song, we go to church, we buy a ticket for the theatre, all without a single conscious act which might⁴²⁰ be termed thinking. We shall probably die some day, not because it is a habit but because it is eminently⁴⁴⁰ conventional. And how dead we shall be then!

It is all very disappointing. It is only in an emergency that⁴⁶⁰ we strike out for ourselves and think more or less independently. And not always then are we able to cast⁴⁸⁰ off the spell of habit, so hopelessly are we its victims. It is those who can think for themselves when⁵⁰⁰ the occasion arises upon whom the world places the stamp of greatness. (512)

EXERCISE 14

My dear Jones:

Beginning at noon today we have a new sales manager. When you have recovered from the shock,²⁰ I shall tell you his name. If you will look closely at the end of this letter, you will find⁴⁰ it attached thereto. Perhaps you have guessed it anyway.

Since May last I have divided my time here at headquarters⁶⁰ between learning my job and keeping in touch with you and the rest of the salesmen. I have drilled myself⁸⁰ in the routine of the organization, and by now I think I can recite the filing system backwards. I know¹⁰⁰ the population of every town in this territory, and I can tell you the name of the mayor

and the¹²⁰ chief clerk, and the known relatives of each. Also, if necessary, I could probably tell you how many blocks it¹⁴⁰ is from the railroad station to the hotel, and the color of hair of the young lady behind the cigar¹⁶⁰ counter. We have a card-index system here that is the cleverest thing you ever saw.

Of course, all this¹⁸⁰ information doesn't necessarily make me a good salesman or sales manager, but it helps. I have been appointed on the²⁰⁰ basis of not how much information I can absorb, but how much I can help you, the local salesman, sell²²⁰ the product of this house. I do not intend to tell you how you should go about your business—you²⁴⁰ know that better than I do; it is the combination of the two of us that will make for success²⁶⁰ or failure.

Let's start now and keep the ball rolling. It is now December in the year of our Lord²⁸⁰ 1927. By next December or January, when he makes his annual report, we shall know whether the³⁰⁰ new sales manager is worth his salt.

I ask your coopération and support.

Cordially yours, (315)

EXERCISE 15

Why we dream is a question which has puzzled science since the first fortune teller pocketed her fee and told²⁰ us the meaning of our nightmares. Is there any significance to those queer visions that come to us in our⁴⁰ sleep? Does it mean anything for us, in the middle of the night, to stand out on a rocky ledge⁶⁰ overlooking a chasm as deep as the Grand Canyon? Perhaps we are dressed in a bathing suit, or even less,⁸⁰ with a string of diamonds hanging around our neck and a couple of

fat-looking ladies behind us enjoying our¹⁰⁰ actions as we try to keep from falling off. Of course, we always wake up to find, with inexpressible relief,¹²⁰ that there are no ladies in our room and that the distance we had to fall was really no greater¹⁴⁰ than that from the bed to the floor.

The fortune teller used to interpret these nightmares and advise us how¹⁶⁰ to break the spell, but science, studying the subject in the university and the laboratory, is seeking to determine whether¹⁸⁰ we have a dream center of intelligence, or whether the whole thing is caused by an undigested pork chop. If²⁰⁰ we possess a dream center, where do we find the material for all these funny ideas that burst forth while²²⁰ we sleep? Still, they are not nearly so strange as some of our waking ideas. A necklace of diamonds worn²⁴⁰ with a bathing suit is surely no funnier than a woman with a fur piece around her neck in the²⁶⁰ summertime. I respectfully suggest that many of the weird appearances which we present in our dreams will be found to²⁸⁰ have their origin in some of the styles that we mortals affect in our waking hours. Also, there is another³⁰⁰ source not to be overlooked. When ma and pa and the kids go to the movies these days, enough material³²⁰ is absorbed to furnish the stuff for a month of nightmares, with no two alike.

It is a bit mysterious³⁴⁰ how our minds work when we sleep, and it does present an interesting question—whether these dream thoughts are stolen³⁶⁰ from the things we have thought sometime during the day, or whether they arise spontaneously like conscious thinking. Presumably, they³⁸⁰ are products of memory, but who can tell? Mental telepathy might shed some light on the subject. Maybe the fortune⁴⁰⁰ teller was nearer the truth than she suspected. (408)

EXERCISE 16

Dear Madam:

This is in reply to your inquiry of July twenty-fifth. We regret that we have no extra²⁰ copies of the book "A Royal Beggar." We sent our last copy to the secretary of your association and we⁴⁰ have been unable as yet to secure more from the publishers. This is probably the most popular book of the⁶⁰ vacation season, and the demand for it has been unusual. July and August sales with us are not ordinarily heavy⁸⁰ and it is only an accident that we can not meet your request. We are just in receipt, however, of¹⁰⁰ the very popular adventure story "Treasure Colony," a copy of which we are sending you under separate cover.

May we¹²⁰ send you a circular announcing Sarah Wilson's new novel entitled "John March's Daughter"? You have undoubtedly seen it advertised in¹⁴⁰ the newspapers of your city. It is in two volumes, and we feel certain that it is a work which¹⁶⁰ will catch the popular fancy. The author herself has pronounced it the best book of her career. It is our¹⁸⁰ own conviction that it is the long-awaited great novel of the century. We admit we may be a little²⁰⁰ biased when we speak of Miss Wilson, her pen has struck off so many fine stories, but however that may²²⁰ be, we cordially recommend the book to your club for consideration. Unfortunately, it is not yet off the press, but²⁴⁰ it will certainly be ready for the Christmas season, maybe by the end of October. We shall post you a²⁶⁰ copy as soon as it arrives.

We sincerely appreciate your patronage and that of your associates.

Very truly yours, (279)

EXERCISE 17

You ask about reporting. Well, reporting is a desirable profession and I recommend it to your serious consideration. It has²⁰ dignity and is a pleasant and convenient way of making a living. It offers a very interesting career, so much⁴⁰ so that I prefer to look upon it as a game, or a lot like reading a detective story.

But,⁶⁰ like all professions, there is another side that often makes it a wearing occupation. If you are a court reporter,⁸⁰ you see too frequently the dark side of life. Shut up in the court room, particularly in a criminal court,¹⁰⁰ your principal contact is with crime and misfortune. Before you, all day long, you see the procession of unfortunates, over¹²⁰ them the dark shadow of the jail or worse; some born in its shadow, others led by the force of¹⁴⁰ circumstances or the tempting invitation to a soft and easy life.

Hour after hour, session after session, the reporter sits¹⁶⁰ imprisoned in this atmosphere and listens to the testimony of these unhappy folk, until at length he grows sick of¹⁸⁰ the scene and slides down in his seat from sheer mental depression. If, in addition, he is tired and it²⁰⁰ is a hot day, he wonders why he ever took up shorthand, or why God made the world.

You see,²²⁰ I entertain no illusions about the profession. I omit none of its bad points when I speak of it, chiefly²⁴⁰ because I am conscious of so many good points in its favor. Whatever may be said of reporting, it is²⁶⁰ highly interesting work. It has respectability and is considered a well-paid profession. Salary, of course, is not the primary²⁸⁰ consideration in the selection of a profession, but it never hurts to give it a thought.

I have no hesitation³⁰⁰ in making the statement that for all-round attraction and interest the profession of reporting is worth considering by any³²⁰ ambitious man or woman. Personally, I like the work—therefore I am a reporter. (334)

EXERCISE 18

Gentlemen:

Pursuant to your instructions I have conducted an investigation into the causes of the wreck occurring on this division²⁰ this morning, February twenty-fourth. I herewith submit my report.

At 9:40 in the forenoon, train No. 34,⁴⁰ while proceeding slowly across the Williamstown Bridge, crashed into an open lock of the draw, the engine and the forward⁶⁰ coach being derailed and thrown into the river. The engineer was drowned, and several passengers injured. All passengers have been⁸⁰ accounted for except a Mrs. John Green, of Philadelphia, and her aunt. Both of them, however, were seen by Mrs.¹⁰⁰ Green's husband and her son after the wreck, and it is expected that they were picked up by an ambulance.¹²⁰ Several passengers were removed to the local hospital with injuries and suffering from exposure in wet clothing.

The cause of¹⁴⁰ the disaster is chiefly attributable to the weather conditions prevailing. There had been a heavy rain all night which turned¹⁶⁰ to sleet and laid a coating of ice on the track and the mechanism which operated the draw. There was¹⁸⁰ a complete band of ice around the connecting chain, and the lock itself was found to be broken, probably by²⁰⁰ the impact of the wheels as they crashed into it.

Incidentally, there had been a minor accident to this particu-

lar²²⁰ lock two months before, but it had been immediately repaired. It is alleged, however, by the bridgeman, that he had²⁴⁰ been obliged to watch it carefully ever since to see that it operated.

The signal was green at the entrance²⁶⁰ to the bridge, both before and after the disaster. The bridgeman has been placed under arrest pending a separate investigation.²⁸⁰ Further light shed upon the affair by this investigation will be communicated immediately.

All aboard the train have been cared³⁰⁰ for.

Respectfully yours, (303)

EXERCISE 19

My dear Sir:

Your letter of the third inst., with its attached memorandum bill, representing the balance of our account,²⁰ is before us. We regret that, owing to a difference of opinion between our local office and yourself, this invoice⁴⁰ has remained unpaid. You will recall that the duplicate copy of the sales sheet received at this office contained an⁶⁰ error in figuring the discount and the exchange rates. We immediately referred the question to our local manager, in accordance⁸⁰ with our regular procedure, but due to his absence we were informed that the correction could not be made and¹⁰⁰ his approval secured until his return the following week.

We did not know at this office what price had been¹²⁰ quoted or how payment was to be made, and when we wrote to you your office did not seem very¹⁴⁰ anxious to make the correction, your excuse being that there was practically no chance of

error in your figures and¹⁶⁰ that you expected to receive full remittance at our earliest convenience.

Our local manager now says that the error is¹⁸⁰ yours. We send you herewith copy of his order blank, containing in your own words description of the sample on²⁰⁰ which the sale was made, the discount, and the exchange rates which were to be allowed. If you haven't already²²⁰ seen this, we ask that you compare it with your records in an effort to locate the cause of the²⁴⁰ misunderstanding.

If this doesn't clear it up, we shall have to ask the advice of our attorney. It is our²⁶⁰ earnest desire to have the matter settled and to meet the draft which your bank has already presented to us,²⁸⁰ but we can't be held responsible for an error that isn't ours.

Very truly yours, (295)

EXERCISE 20

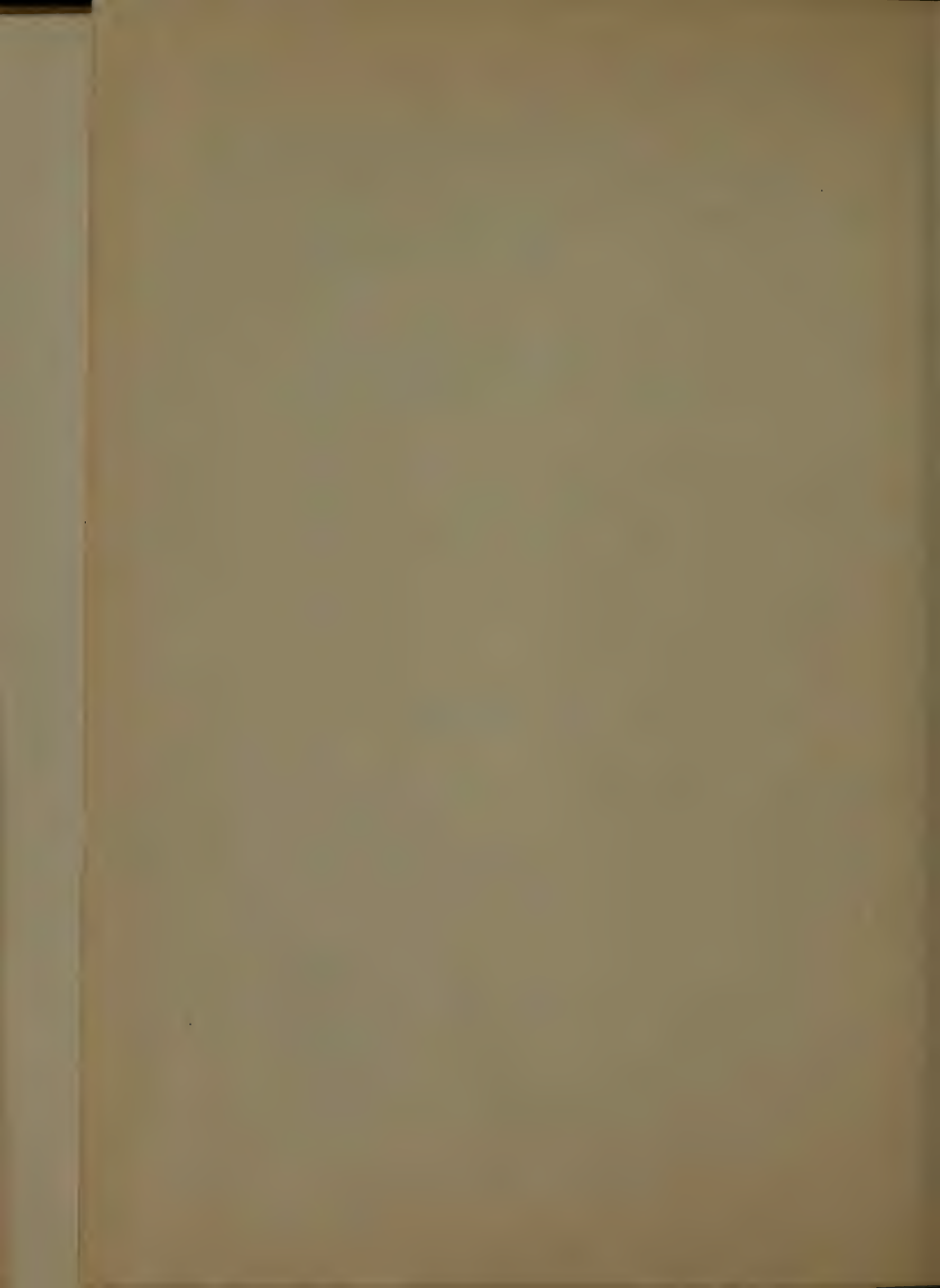
My dear Bob:

At the request of your uncle I am sending you an application blank which I should like²⁰ to have you fill out immediately. Please submit, among other things, a full account of the college work you have⁴⁰ done, the particular courses of study you followed, your various marks, etc., as well as an outline of your athletic⁶⁰ activities while in school.

Personally, I believe your educational qualifications are sufficient and I have no doubt they will be⁸⁰ looked upon with favor. I suggest, however, when you return the application, that you write my name on the envelope¹⁰⁰ to be sure that it passes through my hands. I will see that it receives immediate consideration.

The expedition starts¹²⁰ out on the tenth of the month. Get together the books and things you will need and send them in¹⁴⁰ a package addressed to me. I shall hold them until you arrive.

Cordially yours, (154)





SISTER M. CLARINDA

